2 November 1977

MEMORANDUM FOR: Deputy Director for Applications
Deputy Director for Processing
Chief, Plans and Policy Group

STATINTL

FROM   : ███████████████

Chief, Management Staff

SUBJECT   : ODP Office Evaluation Conference with A/DDA

REFERENCES   :   a.   Memo fm C/MAS/DDA, dtd 12 October 1977,
Subject: Office Evaluation Conference

                 b.   Draft ███████████   STATINTL

                 c.   ODP Positive Indicators

STATINTL

1.   The first reference is attached and scheduled an ODP Office Evaluation Conference with the A/DDA on 29 November 1977 from 2:00 until 3:30. The Conference is to be an evaluation of the ODP mission and functions, see the draft of ███████ attached, and the ODP position indicators, also attached, are to be used where possible. One objective of the meeting appears to be an opportunity for the A/DDA to become better acquainted with managers below the Office Director and Deputy Office Director level (see the last sentence of paragraph 2 of the 12 October 1977 memo).

2.   An Agenda for the Conference is attached. It indicates the twelve members of ODP that will attend and the subject matter to be covered by the four speakers. The topics were obtained from the draft of ████████ Of the ten positive indicators attached (they are being updated), one can be used by the DD/A speaker and the other nine by the DD/P speaker. Additional briefing aids may be needed to tell a more complete story of ODP functions.

STATINTL

3.   Forty minutes are allotted for briefings and fifty
minutes for a general discussion. We plan to give the A/DDA
a list of topics suitable for a general discussion involving
him and the Division Chiefs. Each topic will have an individuals
name associated with it so that the A/DDA will have someone to
address a question to or ask for comments. Therefore, would
you send me by 14 November 1977 a list of topics each of your
Division Chiefs will be prepared to discuss.

4.   A dry run of the conference will be held from
1:30 until 4:00 on 22 November 1977 in Room███████ It will   STATINTL
include the evaluations by the four speakers and a review   25X1A
of the general discussion period.

Atts: a/s

ODP #2046-77

DDA 77-5516

12 OCT 1977

MEMORANDUM FOR: Director of Communications
                Director of Data Processing
                Director of Finance
                Director of Logistics
                Director of Medical Services
                Director of Personnel
                Director of Security
                Director of Training

STATINTL FROM:

          ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

          Chief, Management & Assessment Staff, DDA

SUBJECT: Office Evaluation Conferences

REFERENCE: Mult Adse Memo fm A/DDA dtd 8 Aug 77,
                  Subj: Directorate MBO Program for FY 1977
                  and FY 1978 (DDA 77-4457)

    1. The referent memorandum in paragraph 9 requests
preparation by each Office of an evaluation of its missions
and functions, preferably by use of the positive indicators
that have been developed during FY 1977. Attached is the
schedule of meetings with the A/DDA.

    2. You will note that the schedule provides for an
hour and a half for this meeting with the A/DDA. Mr. Malanick
stated that he would like to have each Office give him a
briefing, lasting half an hour to 45 minutes, and reserve
the balance of the time for general discussion. He has
requested that the Office be represented by the Office
Director and the Division Chiefs and has suggested that the
Office Director arrange this session so that each of the
Division Chiefs will have an opportunity to participate in
the briefing and/or general discussion sessions.

SUBJECT: Office Evaluation Conferences

3.   Please forward to the Management and Assessment Staff, DDA, 5 working days before your meeting with Mr. Malanick (a) a copy of the agenda   and (b) a list of attendees and their titles.

STATINTL

Att

DDA OFFICE EVALUATION CONFERENCES

OFFICE	DATE	TIME
OC	28 November 1977	2:00 - 3:30
→ ODP	29 November 1977	2:00 - 3:30
OF	30 November 1977	2:00 - 3:30
OL	1 December 1977	2:00 - 3:30
OMS	2 December 1977	2:00 - 3:30
OP	5 December 1977	2:00 - 3:30
OS	6 December 1977	2:00 - 3:30
OTR	7 December 1977	2:00 - 3:30

STATINTL

ORGANIZATION

j.   OFFICE OF DATA PROCESSING

(1)   MISSION. The Director of Data Processing is responsible for providing a central computer service to satisfy Automatic Data Processing (ADP) requests from Agency components and to satisfy Intelligence Community requirements as assigned.

(2)   FUNCTIONS. The Director of Data Processing

(a)   advises the Director and staff on matters pertaining to Automatic Data Processing;

(b)   performs analyses of requirements for ADP services, conducts feasibility studies, prepares proposals for the development of new computer application programs, develops new computer application programs, and performs maintenance and production control of completed application programs;

(c)   develops or acquires the computer software required in the computer systems operated by ODP;

(d)   plans, designs, implements, operates and maintains ADP systems to satisfy Agency-wide requirements for ADP services and to satisfy Intelligence Community requirements, as assigned;

(e)   plans, designs, provides and maintains data communications terminal equipment required by components using ODP operated computers;

(f)   formulates and promulgates standards that will be applied in the development, documentation and use of computer application programs developed by non-ODP components and run on the ODP central computer facility;

(g)   maintains a system to account for the use of ODP ADP resources by user components;

(h)   implements established security policies and, where appropriate, assists in developing security measures for ODP ADP systems in collaboration with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community;

(i)   develops and conducts ADP training programs on ODP computer systems and services to meet Agency requirements;

(j)   formulates and promulgates Agency-wide policies and guidelines relative to the acquisition and use of ADP equipment, software and services;

(k)   assists and advises Agency components in the early planning phase to determine how the component's ADP requirements can best be satisfied;

(l)   not used;

(m)   reviews and approves proposals from any Agency component for the acquisition of ADP equipment, software and

services;

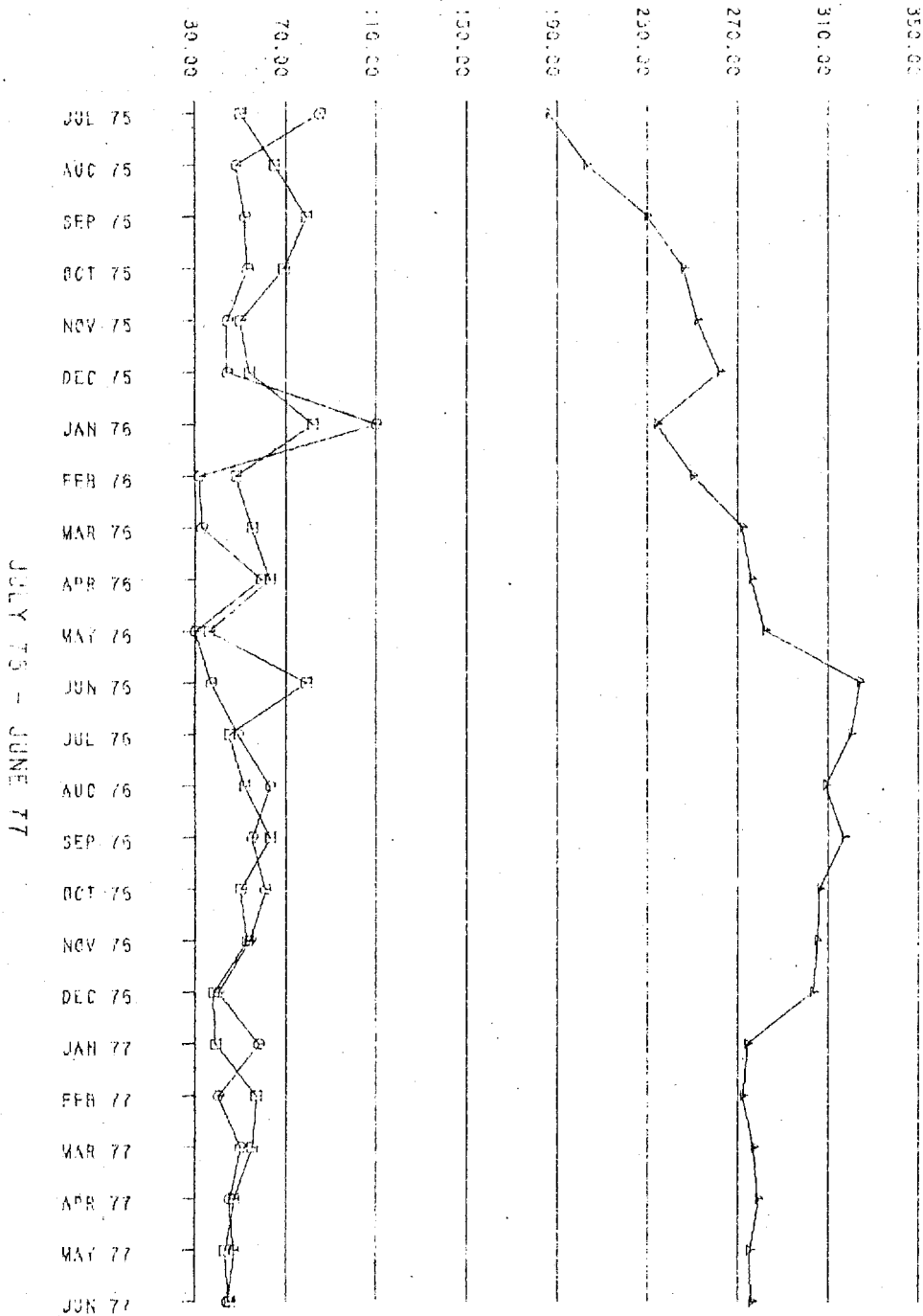(n)   provides ADP support and trained ADP

professionals as required to Agency components;

        (o)   maintains a detailed inventory of Agency
ADP equipment and a summary of the Agency's total ADP skills
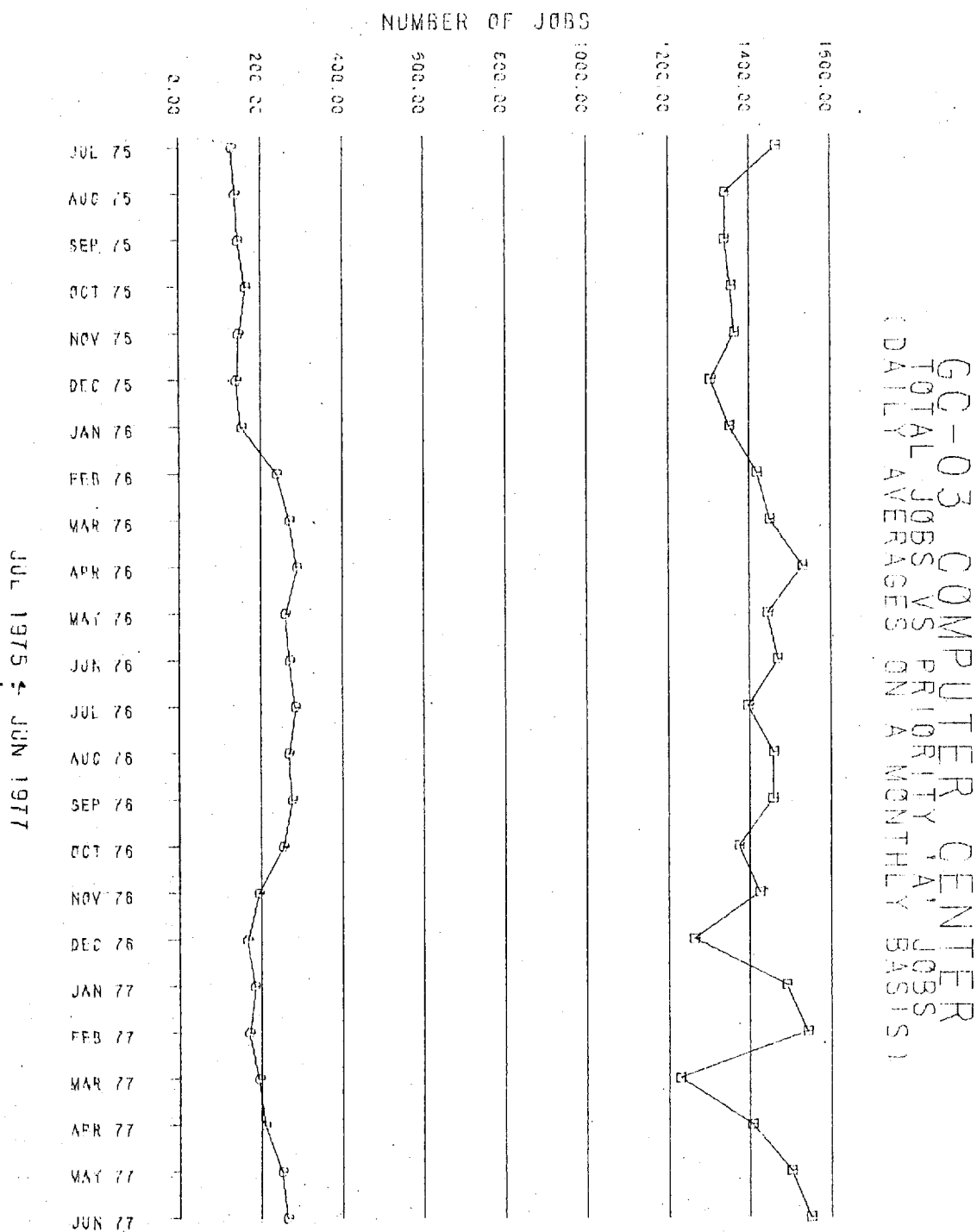and ADP costs.

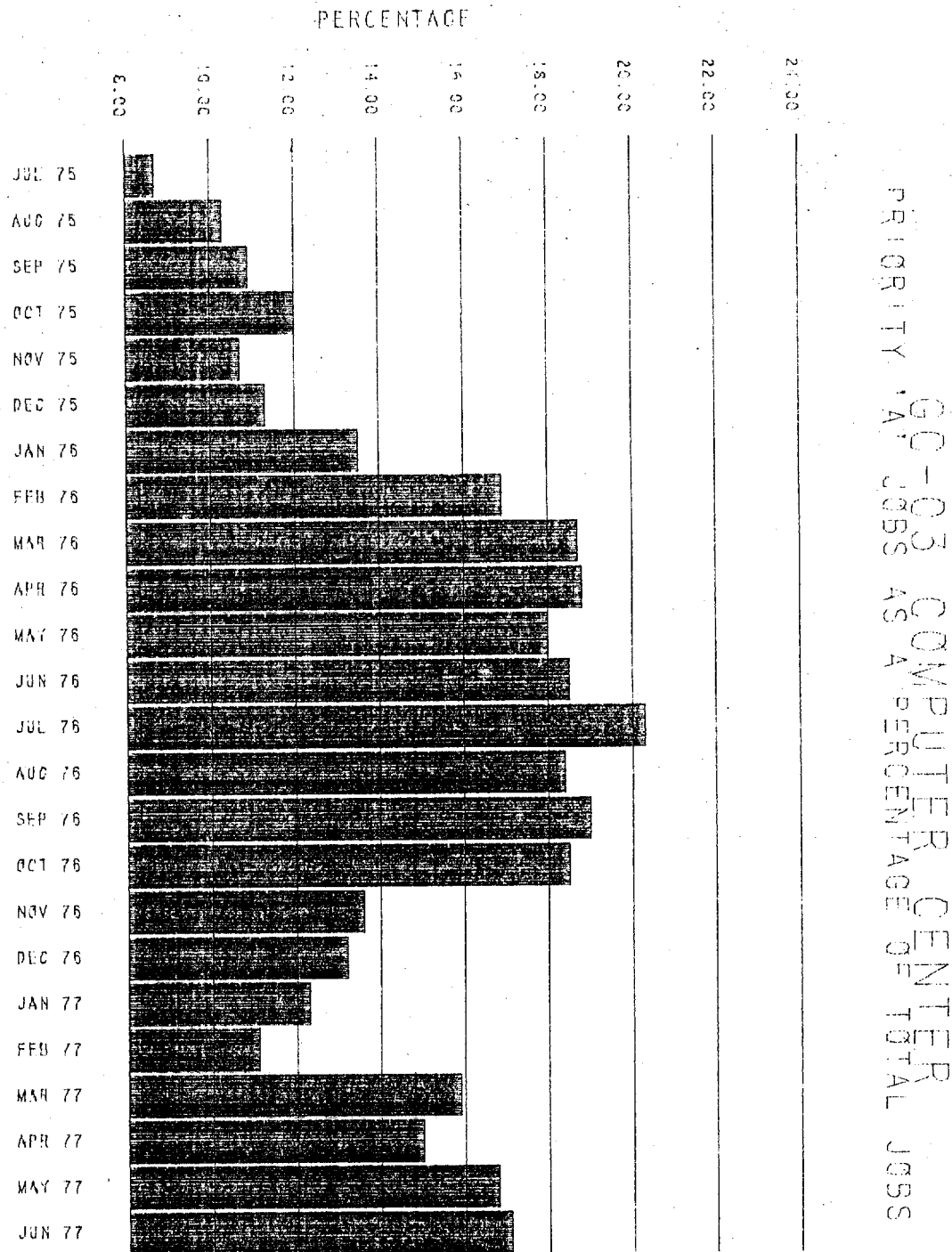   (3)   ORGANIZATION. See organization chart, figure 25.

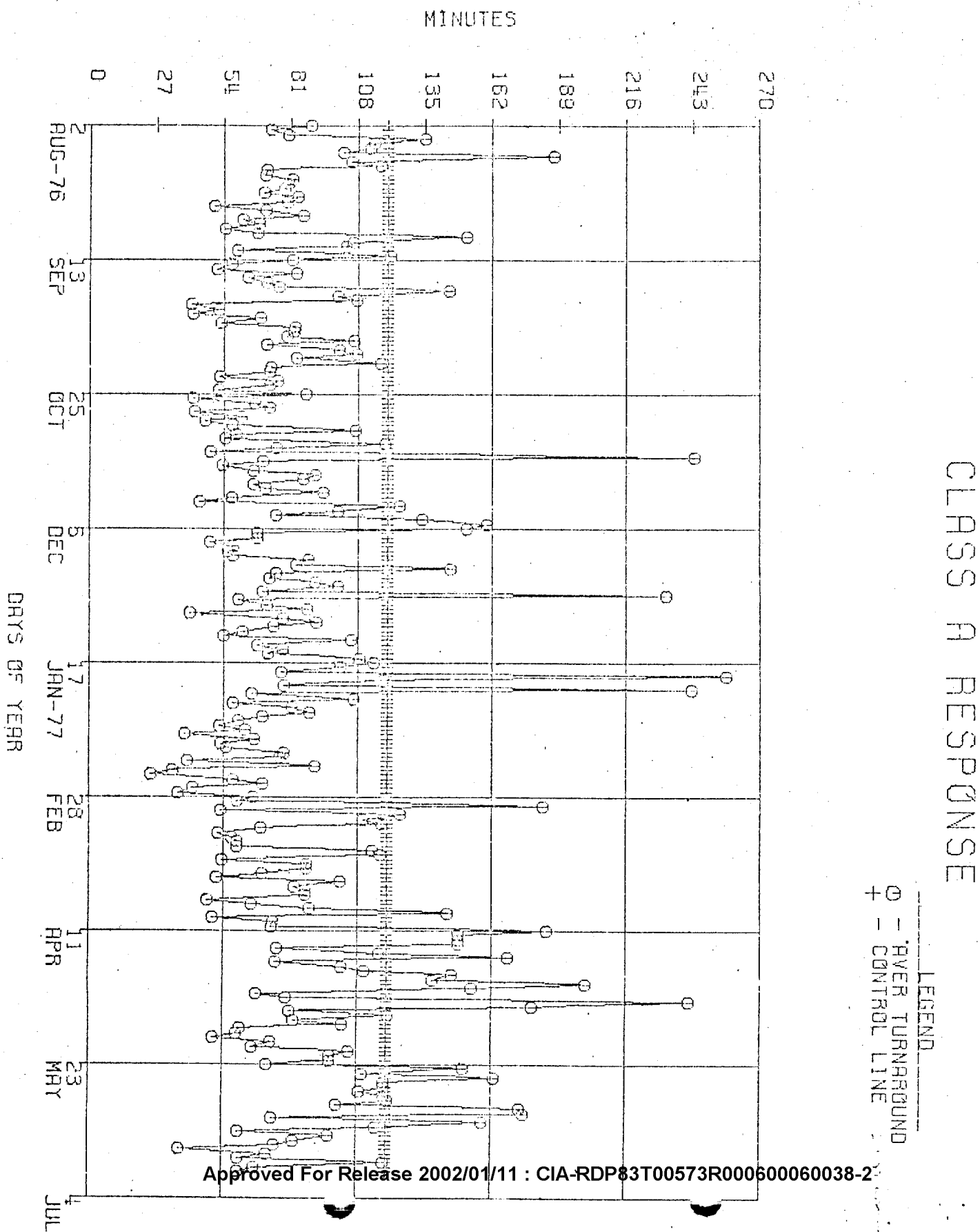NUMBER OF REQUESTS

APPLICATIONS COMPUTER REQUESTS

FORM-950

JULY 75 - JUNE 77

NUMBER OF JOBS

GC-03 COMPUTER CENTER
TOTAL JOBS VS PRIORITY 'A' JOBS
(DAILY AVERAGES ON A MONTHLY BASIS)

JUL 1975 ÷ JUN 1977

LEGEND
TOTAL JOBS
'A' JOBS

PERCENTAGE

PRIORITY 'A' JOBS

GC-05 COMPUTER CENTER
PRIORITY 'A' JOBS AS A PERCENTAGE OF TOTAL JOBS

JUL 1975 - JUN 1977

MINUTES

CLASS A RESPONSE

LEGEND
⊕ = AVER TURNAROUND
+ = CONTROL LINE

DAYS OF YEAR

Approved For Release 2002/01/11 : CIA-RDP83T00573R000600060038-2
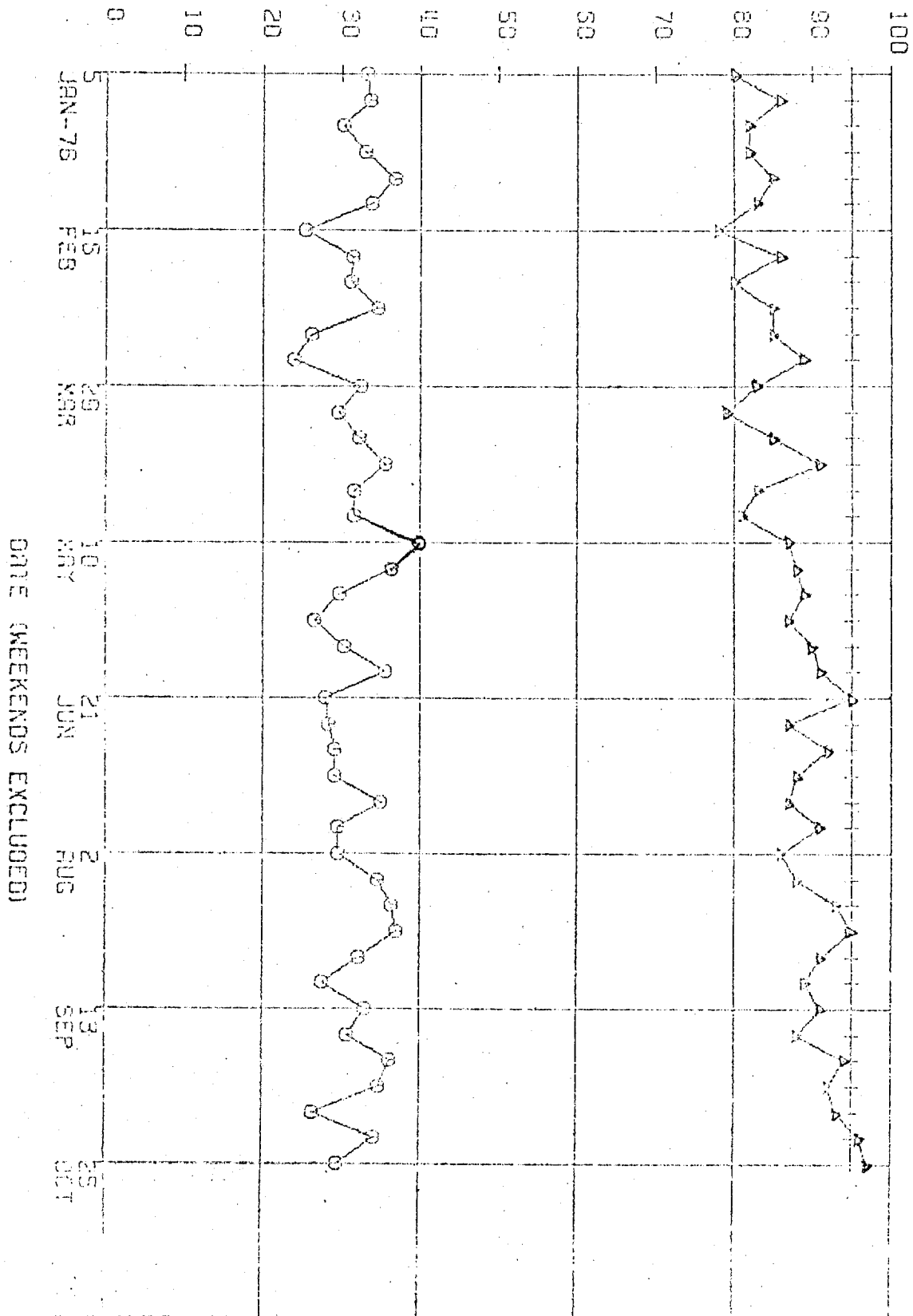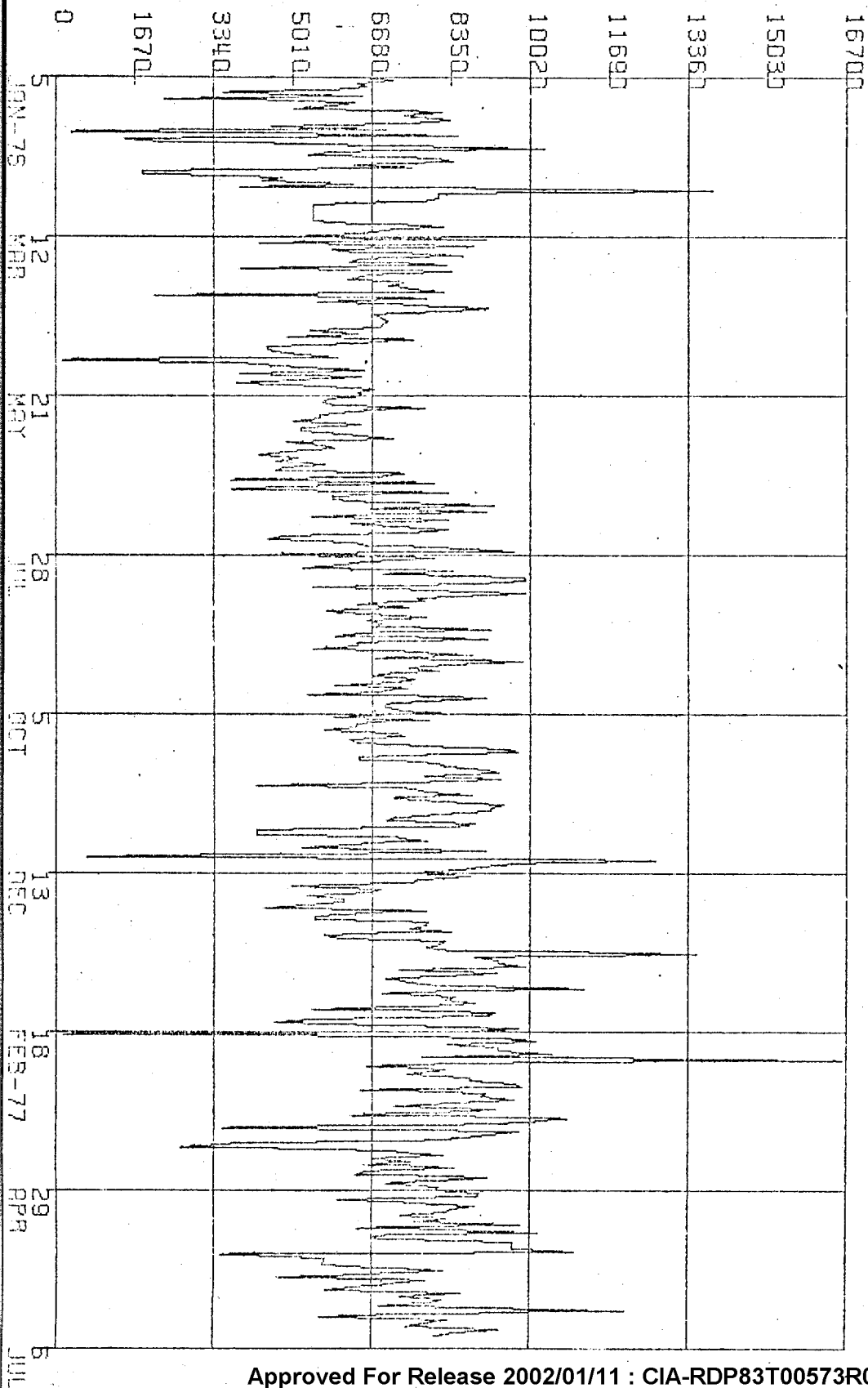
GIMPROD THROUGHPUT
PRIME SHIFT 0800-1800

LEGEND
⊙ - TRANS

NUM OF TRANS

% OF JOBS THAT REQUIRE 2 HOURS OR LESS TURNAROUND

TURNAROUND REPORT

PERCENTAGE

PERCENTAGE

PRIORITY 'A' JOBS
PERCENT OF JOBS COMPLETED WITHIN TURNAROUND CATEGORIES

JUL 76 - JUN 77

JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN

TURNAROUND
OVER 2 HRS.
OVER 4 HRS.
OVER 8 HRS.

PERCENTAGE
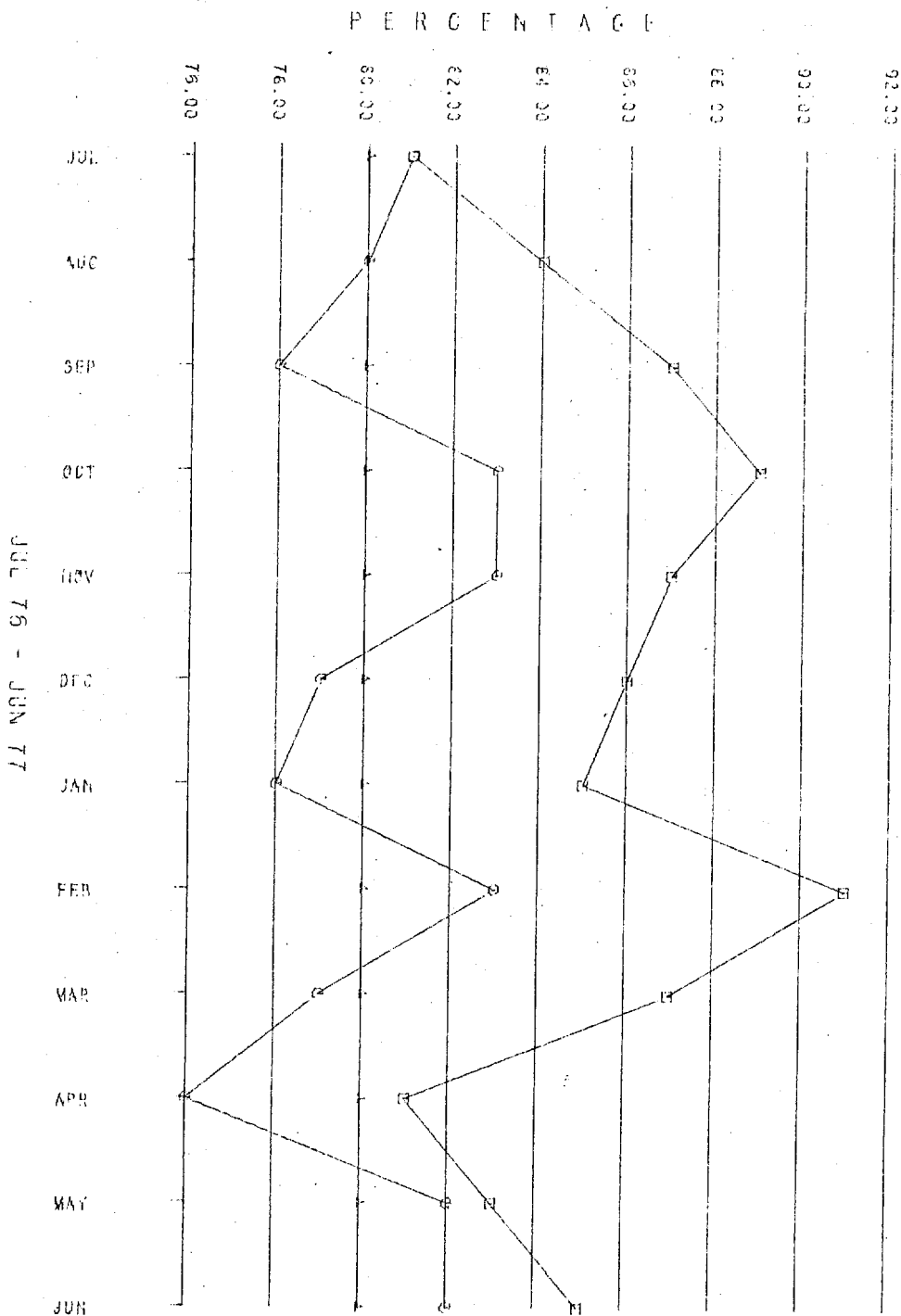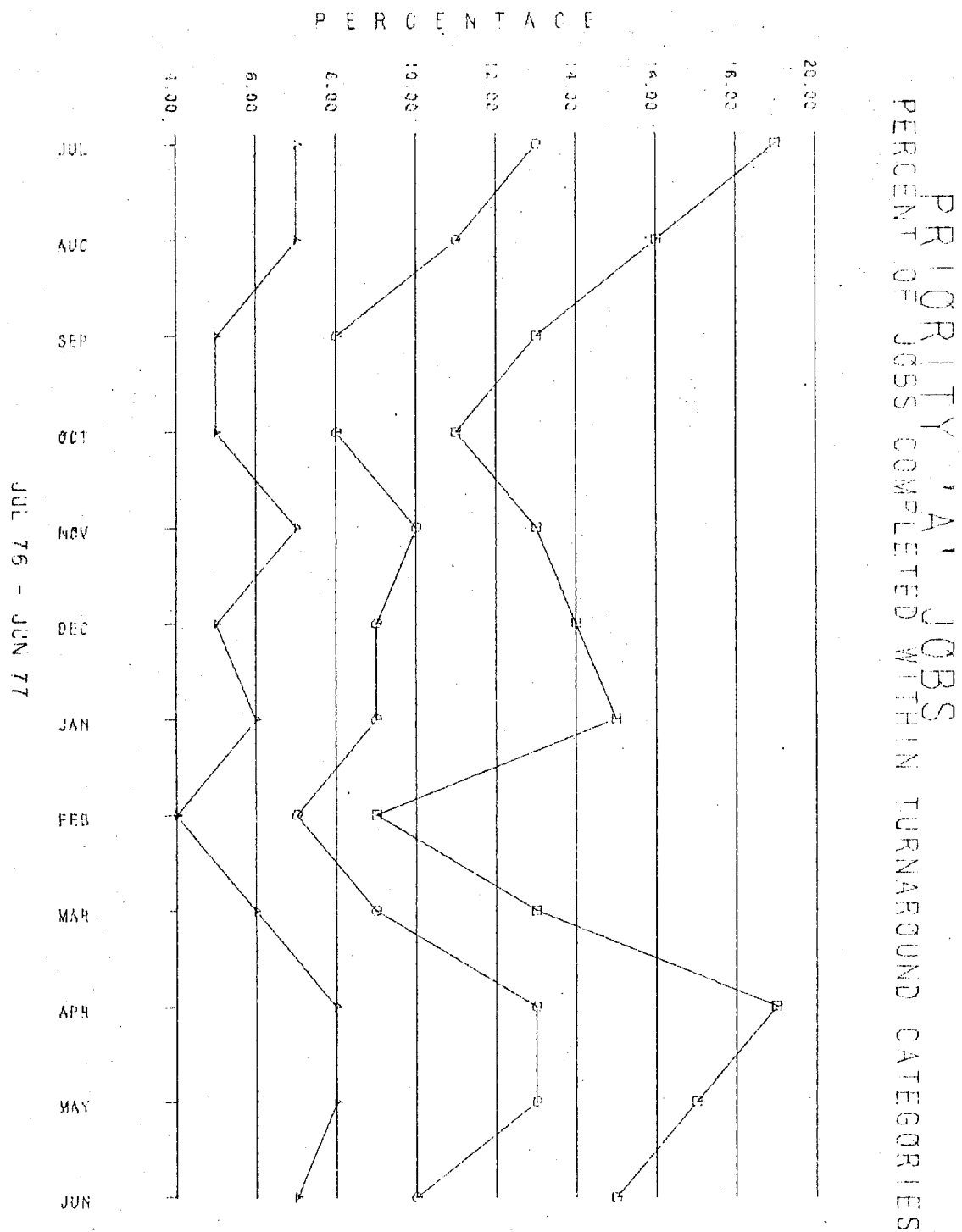
PRIORITY 'C' JOBS
PERCENT OF JOBS COMPLETED WITHIN TURNAROUND CATEGORIES

JUL 76 - JUN 77

Agenda for ODP Office Evaluation Conference with A/DDA
2:00 - 3:30, 29 November 1977

Time   Topic   Speaker

5 Min   Mission of ODP   D. May

The Director of Data Processing is

responsible for providing a central

computer service to satisfy Automatic

Data Processing (ADP) requests from

Agency components and to satisfy

Intelligence Community requirements as

assigned.

Functions. The Director of Data

Processing advises the Director and

staff on matters pertaining to Automatic

Data Processing; reviews and approves

proposals from any Agency component for

the acquisition of ADP equipment, software

and services; provides ADP support and

trained ADP professionals as required to

Agency components.

STATINTL

15 Min   Functions of Deputy Director for

          Applications

          Performs analyses of requirements for

          ADP services, conducts feasibility

          studies, prepares proposals for the

          development of new computer application

          programs, develops new computer applica-

          tion programs, and performs maintenance

          and production control of completed

          application programs; develops and

          conducts ADP training programs on ODP

          computer systems and services to meet

          Agency requirements.   STATINTL

15 Min   Function of Deputy Director for

          Processing

          Develops or acquires the computer

          software required in the computer

          systems operated by ODP; plans, designs,

          implements, operates and maintains ADP

          systems to satisfy Agency-wide require-

          ments for ADP services and to satisfy

          Intelligence Community requirements,

          as assigned; plans, designs, provides

          and maintains data communications terminal

          equipment required by components using ODP

          operated computers; formulates and promul-

gates standards that will be applied in

the development, documentation and use of

computer application programs developed

and run on the ODP central computer

facility; and performs production control

of completed applications programs.

STATINTL

5 Min   Function of Management Staff

Maintains a system to account for

the use of ODP ADP resources by user

components; implements established

security policies and, where appropriate,

assists in developing security measures

for ODP ADP systems in collaboration with

the Office of Security, Office of

Communications, other Agency components,

and members of the Intelligence Community;

formulates and promulgates Agency-wide

policies and guidelines relative to the

acquisition and use of ADP equipment, soft-

ware and services; assists and advises

Agency components in the early planning

phase to determine how the component's

ADP requirements can best be satisfied;

reviews and approves proposals from any

Agency component for the acquisition of ADP

equipment, software and services; maintains

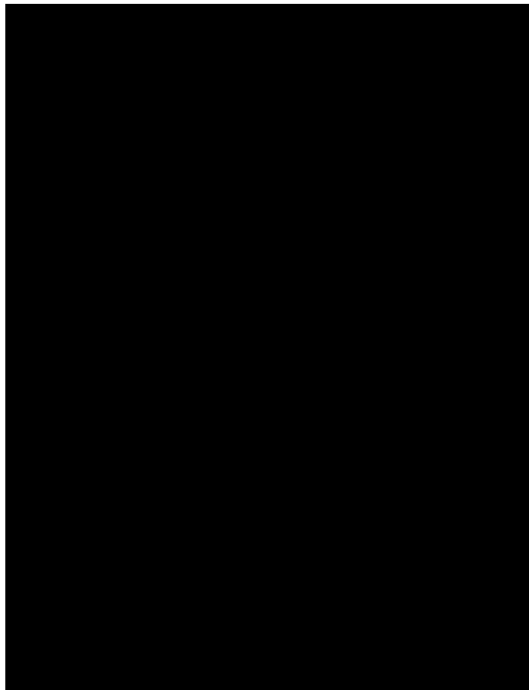a detailed inventory of Agency ADP equipment

and a summary of the Agency's total ADP

skills and ADP costs

50 Min   General Discussion Period

       Subject   Representative   STATINTL

       To be

       Determined